

PERSONNEL BOARD MEETING MINUTES

Monday, April 02, 2018 – 6:00 p.m.

1. Alexander Anchia Fire Department
2. Sean Hart Parks & Recreation Department

SO NOTED.

7. Request to approve the **new** job description for **Assistant Building Official.**

Copy of new job description is attached.
Range – 55, \$1,821 - \$3,556 Bi-weekly

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

8. Request to approve the **new** job description for **Assistant to Building Official.**

Copy of new job description attached.
Range - 55 - \$1,821 - \$3,556 Bi-weekly

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to approve the **replacement** job description for **Code Enforcement Officer I.**

Copy of replacement job description is attached.
Range 52 - \$1,446 - \$2,962 Bi-weekly

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

10. Request to approve the **replacement** job description for **Code Enforcement Officer II.**

Copy of replacement job description is attached.
Range 53 - \$1,536 - \$3,181 Bi-weekly

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

11. Request to approve the **new** job description for **Senior Code Enforcement Officer.**

Copy of new job description attached.
Range - 54 - \$1,704 - \$3,382 Bi-weekly

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

12. Request to hear **Unfinished Business.**

13. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, May 7th, 2018

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.